

# *Service Learning & Career Development*

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Service Learning & Career Development  
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[www.wou.edu/wolflink](http://www.wou.edu/wolflink)

WESTERN OREGON  
UNIVERSITY



**Mock Interviews**  
**Resumes/Cover Letters**  
**Job Searches**  
**Internships**  
**Career Counseling**  
**Choosing a Major**  
**Wolflink**

**Graduate School Help**  
**Volunteering**  
**Alternative Break**  
**SEEK**  
**SIS**  
**Career Events**  
[www.wou.edu/slcd](http://www.wou.edu/slcd)



# Experience

- ✓ Jobs – part-time or full-time
- ✓ Internships
- ✓ Volunteering



# Wolflink

- ✓ [www.wou.edu/wolflink](http://www.wou.edu/wolflink)
- ✓ Jobs
- ✓ Internships
- ✓ Volunteer Opportunities



# Service Programs Through SLCD



- ✓ The Alternative Break Program
- ✓ Students In Service
- ✓ SEEK
- ✓ Volunteer Opportunities



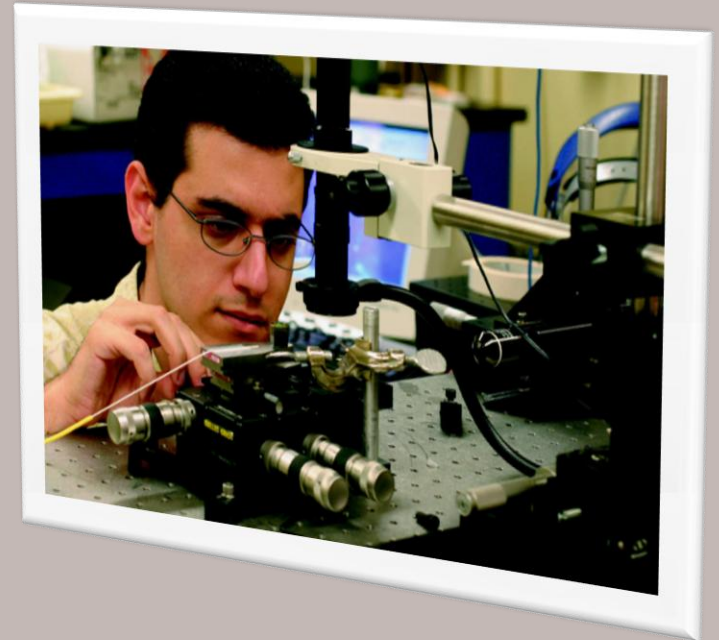
# Part-Time Work

- ✓ Work-study vs. Non-work-study
- ✓ Working off-campus
- ✓ 20 hours per week max during the term!
- ✓ How do you get paid?
- ✓ Finding jobs: [www.wou.edu/wolflink](http://www.wou.edu/wolflink)



# Part-Time Work

- ✓ Talk to International Students and Scholars Affairs
- ✓ Go to the Payroll Office (Admin Building 3<sup>rd</sup> floor)
- ✓ Keep your supervisor informed!
- ✓ Be aware of policies and procedures for campus and your department.



# Part-Time Work



- ✓ Ask about cell phone usage and personal computer usage.
- ✓ Find out what to do during “down time”
- ✓ Dress accordingly
- ✓ Respecting your boss and coworkers
- ✓ Arrive on time



## *Internships provide opportunities to:*

- ✓ Practice skills and concepts introduced in the classroom
- ✓ Develop new abilities and knowledge
- ✓ Make professional and community connections
- ✓ Gain real-world experience
- ✓ Test different careers
- ✓ Learn more about one's own passions and talents



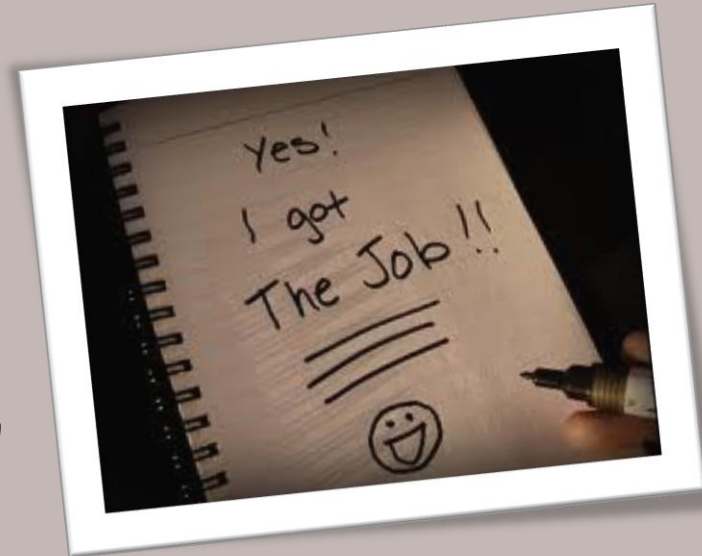


## *Finding an Internship:*

- ✓ Wolflink
- ✓ SLCD online resources
- ✓ SLCD office – WUC 119
- ✓ Career Fairs
- ✓ Your Network
- ✓ BECPDX.org

# Full-Time Work

- ✓ Wolflink
- ✓ State of Oregon – oregon.gov
- ✓ Your Network
- ✓ Indeed.com, Simplyhired.com
- ✓ Newspapers – *Oregonian, Statesman Journal, Portland Business Journal*
- ✓ Career Fairs
- ✓ SLCD Office
- ✓ SLCD's Website – access to MANY MORE JOB SEARCH TOOLS!



# Types of Networking

- ✓ Using your Net
- ✓ Mentoring
- ✓ Online Networking
- ✓ Formal/Informal Group Events
- ✓ Informational Interviewing

# Informational Interviewing

## What is it?

- ✓ A reverse interview: you ask the professional about his/her career, job, path, etc.

## How?

- ✓ Do a little research beforehand
- ✓ Dress appropriately
- ✓ NEVER ask for a job
- ✓ Have a list of questions prepared
- ✓ Thank the professional

## Why do it?

- ✓ 200 vs. 12
- ✓ Info about careers
- ✓ What you need to do to break into a career
- ✓ Personal view of job, skills and what it's like to work there

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